

**Lamar University – M.Ed. in Educational Technology Leadership**

**Field-based Activities Monthly Report: Log**

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month’s hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

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| **Date: \_\_\_April 2012\_\_\_\_\_\_\_ Total Internship hours at the start of the month:** | | | **1753.7** |
| **Week** | **Functions** | **Description** | **Hrs** |
| **1** | **Week’s Activities** | **It took another 8 – 11:45 AM session with Microsoft technicians to get the server errors to quiet and make the RPC errors stay gone from server. They had recurred overnight after the replication cycle. Microsoft tech’s recommended articles for moving from Exchange 2007 SP1 to SP3 and recommended completing the operation ASAP; however no room on server. Replaced a harddrive in HSTxEIS user’s machine. During the in and out, I mentioned the problem with the full harddrive to principal and a teacher by 7PM, I had 70 Gigs free. Server started working better at that point. Thursday gradebook down, had to restart JBoss and gradebook applications.** | **45.9** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | Continued to update Superintendent on Server/email repair progress daily. |
| **2** | **Week’s Activities** | Restarted Switches and and servers. Called Microsoft due to DNS weird issues. The worked on it from 8:05PM – 9:00PM Grade book and TxEIS going down daily seems to be related to internal settings. | **37.5** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | **Updated on Progress/@ was down due to a storm Sunday. Call into Microsoft to see if can get it finally corrected – DNS related.** |
| **3** | **Week’s Activities** | Went to school Sunday Morning worked 2 hours went through setting s again, @ up Monday. TelPAs name errors in TELPAS records. Repaired them. Ms. Bettin has an outlook issue, researched it over the course of a couple of day. Fixed it on Friday by removing her “extra” toolbar tools. PET file worked, TELPAS file had another error, Bernadett finished elementary ready for me to export it and move into hs database. TELPAS file still did not go through. Worked with GVEC technicians to determine fiber path for fiber from the Tower. Located pathways. More TxEIS updates. Dmoy’s machine motherboard, etc. replaced. Submitted FG at 4:45PM 4/18/2012. | **47.8** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | Updated on progress and TELPAS fiels. |
| **4** | **Week’s Activities** | Very quiet, I worked on the web site some, researched Exchange fixMigration and Migration of Domain Controllers process. Helped teachers where/when needed. TxEIS continues to have weird problems. | **42.5** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | Discussed using Dropbox to distribute files to school board and sitebased decision making members in community. Showed them how with pictures deposited there from Senior events. |
| **5** | **Week’s Activities** | Received another TxEIS update notice. Downloaded files Stayed late to complete update . Added 8th grade students to Moodle to complete 8th grade final upload of 8th grade English work demonstrating their capabilities. Updated Professional Application posted on web site, posted the updated version Completed TxEis update. | **29.5** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | Requires Professional Application to include DOB, status of server(s)- barely there. |
| **Hours worked this month:** | | | **202.92** |
| **Total Internship hours to date including this month:** | | | **1956.2** |